

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: MEDIA ARTIST

POSITION LOCATION: ASDB

POSITION REPORTS TO: Supervising Teacher (VOC)

POSITION SUPERVISES: None

POSITION GOAL: To design and create instructional media, provide media-related services, and assist in managing media equipment and materials

MINIMUM QUALIFICATIONS: High school diploma with one year's experience in media, art, graphics, or videography with emphasis on computer graphics

PREFERRED QUALIFICATIONS: College course work or degree in media, art, graphics, videography, or photography; sign language skill

MAJOR DUTIES AND RESPONSIBILITIES: Designing, developing, and locating teaching aids for the instructional program; preparing specialized art work for classroom instruction in all departments; planning media projects or teaching units with teachers, teaching parents, administrators, and other staff persons; operating video equipment for evaluative, instructional, and informational purposes; editing and producing video programs; operating and producing computer graphics; training staff in the operation of media equipment; acting as the media photographer, taking black and white photos and color photos and slides; operating darkroom equipment and maintaining darkroom supplies; coordinating the scheduling of the use of media equipment, facilities, and services; conducting clerical tasks such as typing, filing, data entry, and telephone answering

KNOWLEDGE AND SKILLS: Technical knowledge of media equipment including SVHS ½" and ¾" video, video editing systems, cameras, and camcorders; experience with dry mount presses and laminating machines; knowledge of computer graphics programs. Artistic knowledge and skill in titling systems, drawing, painting, layout composition, and design. Organizational knowledge of the Dewey decimal system, manual and computer filing systems, scheduling, logging, and record keeping

SPECIAL CONDITIONS/REQUIREMENTS: Must utilize appropriate personal protective equipment as required.